

POSITION EVALUATION DIVISION

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POSITION EVALUATION DIVISION

ANNUAL REPORT

(1 July 1955 - 30 June 1956)

SECTION 1. Major Accomplishments and Significant Development During
Fiscal Year 1956

The purpose of the Position Evaluation Program is to achieve and maintain a sound occupational and salary structure for Agency positions. This program must provide for equitable CIA salary alignment with compensation levels within and outside the Federal Government and be responsive to the unusual job characteristics and employment situations encountered in CIA, including recognition of the Career Staff concept.

Major work accomplished during the past year includes the complete revision of the Agency Occupational Handbook of Position Titles and Codes, which defines and codifies all types of positions in CIA; the review and classification approval of new and changed Tables of Organization; position analysis surveys of occupational and organizational nature; the development, coordination, and publication of CIA Position and Qualification Standards; the processing of individual position and personnel actions involving desk audit and evaluation of existing and proposed positions; the preparation of staff studies in the field of salary and wage administration, or related thereto.

A statistical summary of major activities is as follows:

POSITION ANALYSIS SURVEYS	- Workload	23%
COMPLETED		

<u>Organization</u>	<u>Reason for Survey</u>	<u>No. Positions Covered</u>
Office of DCI	Documentation	[REDACTED]

DD/S Area

Office of
Comptroller Reorganization
Office of
Logistics Reorganization
Office of Security Review and Reorganization

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OFFICE OF INTELLIGENCE [REDACTED]

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<u>Organization</u>	<u>Reason for Survey</u>	<u>No. Positions Covered</u>
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DD/S Area (Cont'd)

Medical Staff	Review and Reorganization	Sub-
Office of Training	Classification Review	
Office of Personnel	Review and Reorganization	
Office of Communications	Reorganization and Documentation	

DD/P Area

NEA Division	Documentation	Sub-
WH Division	Documentation	
SR Division	Reorganization and Documentation	
FE Division	Documentation	
EE Division	Reorganization and Documentation	
SE Division	Reorganization	

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DD/I Area

Office of Central Reference	Reorganization and Documentation	Sub-
Office of Operations	Requested Review	
Office of Scientific Intelligence	Reorganization	
Office of Research and Reports	Classification Review	
Office of Basic Intelligence	Classification Review	

TOTAL

POSITION AND QUALIFICATION STANDARDS - Workload 6%
COMPLETED AND/OR PUBLISHED

<u>Position Standards</u>	<u>Number</u>	<u>Position Coverage</u>
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Published during period	8	Sub-
Completed and being coordinated	5	

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	<u>Number</u>	<u>Position Coverage</u>
<u>Interim Qualification Standards</u>		
Published during period	3	
Completed and being coordinated	29	
<u>Standard Job Descriptions</u>		
Completed and issued	2	
TOTAL		

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REVIEW OF INDIVIDUAL POSITION AND PERSONNEL ACTIONS - Workload 15%
Actions affecting assignment, reassignment, promotion, etc. Number 25X9A2

TABLE OF ORGANIZATION REVIEW AND DISTRIBUTION - Workload 23%

	<u>Organization</u>	<u>No. of Positions</u>	<u>Purpose</u>
25X9A2	DD/S Area		Reorganization and Documentation
	DD/I Area		Reorganization and Documentation
	DD/P Area		Reorganization and Documentation

SPECIAL STUDIES AND STAFF SERVICES - Workload 24%

Preparation and coordination of regulations, policies, systems, procedures, and studies relating to classification and compensation, including an evaluation system for supergrade positions, promotion and assignment policies and regulations, a premium pay instruction, a manpower control study, etc. Provision of staff support and assistance on position evaluation problems to operating components.

Total Major Studies During the Period - 10

Overhead, including supervision and on-the-job training, is pro-rated among the preceding activities.

Approximately 5% of Staff time was spent on detail to PAD and PPD for performance of recruitment and placement activities.

The remaining 4% of time was occupied with formal training within the Office of Personnel and the Office of Training.

**SECTION 2. Objectives for Current Year and Status of Current Program
(1 July 1956 - 30 June 1957)**

A. Position Analysis Surveys:

Surveys are currently in process in all major components of the Agency. During the current year survey objectives are as

follows:

DD/S Area

Office of Personnel
Office of Comptroller
Office of Training
Office of Logistics
Office of Communications

No. of Positions

Sub-Total

DD/P Area

FE Division Headquarters
SE Division
FI Staff

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Sub-Total

DD/I Area

Office of Scientific Intelligence
Office of Current Intelligence
Office of Central Reference
Office of Research and Reports
Office of Operations

Sub-Total

TOTAL

B. Position and Qualification Standards:

The current status and objectives of the standards program are as follows:

Position Standards

In Final Draft

In Process

Proposed

5

4

5

Interim Qualification Standards

In Draft

Proposed New Standards

Proposed Revisions

29

30

38

Further revision of the Agency Occupational Handbook of position titles and codes is anticipated.

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C. Review of Individual Position and Personnel Actions:

There is no current backlog of position and personnel actions. Future actions will be given prompt attention. Extension of the survey program, it is hoped, will keep individual actions at a minimum, and provide correspondingly increased Staff time for other activities. It is estimated that approximately 1,000 actions will be reviewed.

D. Table of Organization Review and Distribution:

Approximately 40 T/O requests are in process of review and approval. Assuming continuance of the current rate of requests, this category will continue to occupy a substantial portion of Staff time. At the current rate, T/O requests covering approximately [REDACTED] positions will be processed.

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E. Special Studies and Staff Services:

Six major studies are in various stages of completion. Such studies require a major portion of Staff time, particularly at the Branch and Division Chief level, in view of the numerous policy questions involved and the resolution of numerous problems by conferences and task forces. It is anticipated that such studies will continue to occupy a substantial portion of Staff time. Approximately ten major studies will be conducted, based on current activity.

F. Other Objectives:

During the current year continuing effort will be made to improve the existing compensation and position evaluation system in the Agency. Improvements will utilize information and experience gained from our research study of compensation systems elsewhere in government and industry, from the test application of the "Staffing Complement-Development Complement-Flexible T/O" system in COMMO, and from position surveys and staff studies which we have conducted or are conducting. Our primary objectives are: (1) To provide equitable compensation sufficient to attract and retain individuals of the types and occupations required by the mission of the Agency, (2) To provide sufficient flexibility to facilitate the personnel management functions of supervisory operating personnel, with particular reference to rotation problems, (3) To provide sound justification for classification levels and consequent expenditure of funds for personal services, (4) To provide an adequate salary control system, and (5) To provide a sound basis for the efficient utilization of personnel and for the establishment of emergency requirements, through occupational analysis of positions.

SECTION 3. Program Outlook for Budget Year (1 July 1957 - 30 June 1958)

A. Position Analysis Survey Program Plans:

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Surveys during the budget year will be directed toward the goal of achieving complete coverage of Agency positions. Thereafter, we propose to establish a periodic, possibly annual, review of all positions in the Agency, to insure the maintenance of current job information on all positions. As in the past, all practical simplified methods will be used to achieve this goal, including modification of existing descriptions, the use of standard position descriptions where applicable, the use of the identical additional technique, etc. Surveys are expected to cover approximately [redacted] positions.

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B. Position and Qualification Standards Program Plans:

The standards program will be directed toward the goal of achieving relatively complete coverage of all Agency positions. Standards will continue to be written as concise, flexible and comprehensive as possible, in order to provide ease of application as well as equity. It is anticipated that ten to 15 position standards and 30 interim qualification standards will be developed. Revisions of existing standards will continue.

C. Individual Position and Personnel Action Program Plans:

During the budget year, individual position and personnel actions will be processed as promptly as possible. The increasing coverage of positions by surveys will, it is hoped, reduce the volume of such actions and provide correspondingly increased Staff time for other activities. It is estimated that approximately 1,000 actions will be reviewed.

D. Table of Organization Review and Distribution Program Plans:

This major category of work will continue to require attention of the Division, in order to maintain current information on organization and staffing. Complete coverage of Agency positions with position descriptions should simplify the processing of T/O changes, since relationships to previous organizations will be clearer. At the current rate, T/O requests covering approximately [redacted] positions will be processed.

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E. Special Studies and Staff Services Program Plans:

Special studies will undoubtedly be required to improve the Agency Position Evaluation and Compensation Program. Emphasis will continue to be in the direction of achieving greater equity and flexibility, combined with sound justification of actions and adequate salary control. Other studies cannot be anticipated, but presumably will include further revision or refinement of the supergrade evaluation system, the competitive promotion and assignment system, Executive Pay plans, wage administration, and pay for specialized scientific and professional positions, in view of the continuing nature of the

problems involved. Approximately ten major studies will be conducted, based on current activity.